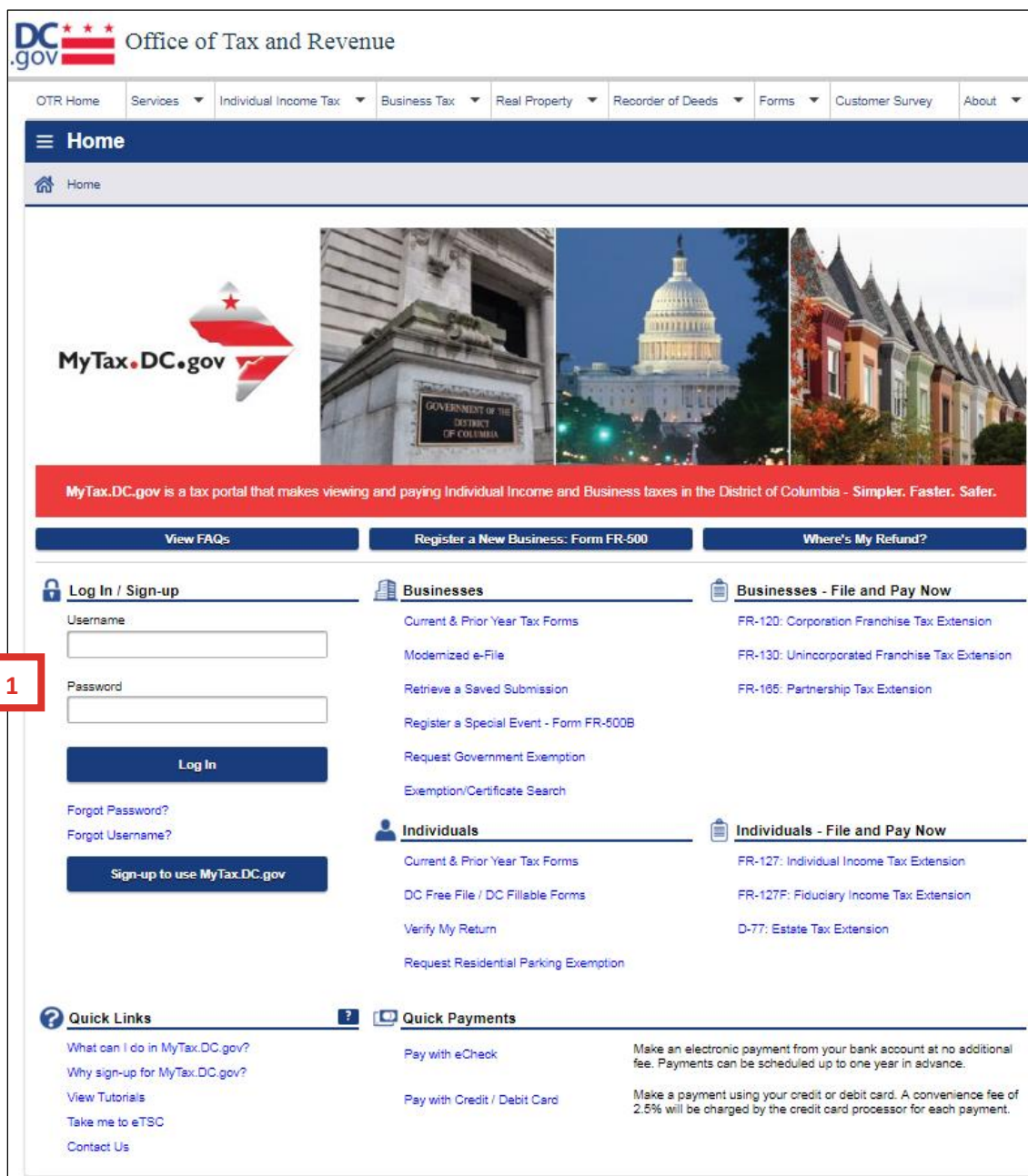


MyTax.DC.gov User Guide:

How to Search for a Submission


You can search and retrieve submissions sent through [MyTax.DC.gov](https://mytax.dc.gov).




The screenshot shows the MyTax.DC.gov website interface. At the top, there is a navigation bar with links for OTR Home, Services, Individual Income Tax, Business Tax, Real Property, Recorder of Deeds, Forms, Customer Survey, and About. Below this is a 'Home' section with a banner image and a red bar stating: "MyTax.DC.gov is a tax portal that makes viewing and paying Individual Income and Business taxes in the District of Columbia - Simpler. Faster. Safer." Below the banner are three buttons: "View FAQs", "Register a New Business: Form FR-500", and "Where's My Refund?". The main content area is divided into three columns. The left column is titled "Log In / Sign-up" and contains a login form with fields for "Username" and "Password", a "Log In" button, and links for "Forgot Password?" and "Forgot Username?". A red box with the number "1" highlights this section. The middle column is titled "Businesses" and lists various services: "Current & Prior Year Tax Forms", "Modernized e-File", "Retrieve a Saved Submission", "Register a Special Event - Form FR-500B", "Request Government Exemption", and "Exemption/Certificate Search". The right column is titled "Businesses - File and Pay Now" and lists "FR-120: Corporation Franchise Tax Extension", "FR-130: Unincorporated Franchise Tax Extension", and "FR-165: Partnership Tax Extension". Below these columns are two more sections: "Quick Links" and "Quick Payments". "Quick Links" includes links for "What can I do in MyTax.DC.gov?", "Why sign-up for MyTax.DC.gov?", "View Tutorials", "Take me to eTSC", and "Contact Us". "Quick Payments" includes links for "Pay with eCheck" and "Pay with Credit / Debit Card", along with descriptions of each payment method.

1. Using your **Username** and **Password**, log into your [MyTax.DC.gov](https://mytax.dc.gov) account.

Home

Welcome, Bob Taxpayer  Log Off

Home


Logon

bsndemo3

Bob Taxpayer


bob.taxpayer@dc.gov

+1 (202) 555-5555

Last logged on 09-Nov-2017

Balance: \$4,233.29


Settings


Alerts

Add location address for account: 350-000016896

There are 3 unread messages

There are 3 unread letters


I Want To

View My Web Profile

Send OTR a message

View FAQ's

Register a New Tax Account

Manage payments and returns

Go Paperless

More...

Acc

2


Submissions

Correspondence

Names and Addresses

Logons

Exemptions


Not Submitted

No submissions need attention

2a

Submitted

New Primary Address

Processed

2b

View All Submissions


3rd Party Approve/Reject

Update NAICS Code

New Registration

2. Click the **Submissions** tab.

Submissions

Welcome, Bob Taxpayer  Log Off

Home > Submissions

3

Not Submitted 0

Submitted 1

Processed

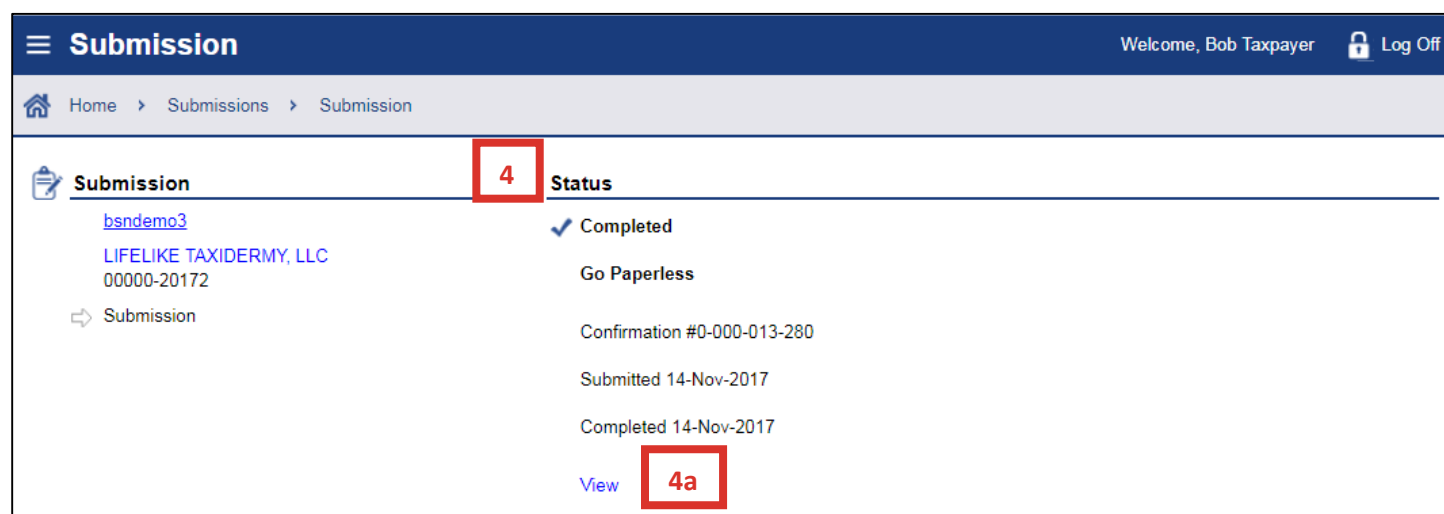
Processed

Filter

Processed	For	Id	Name	Period	Title
14-Nov-2017	Customer ID	00000-20172	LIFELIKE TAXIDERMY, LLC		Go Paperless 3a
30-Oct-2017	Customer ID	00000-20172	LIFELIKE TAXIDERMY, LLC		3rd Party Approve/Reject
11-Aug-2017	Customer ID	00000-20172	LIFELIKE TAXIDERMY, LLC		Update NAICS Code
12-Jul-2016	Customer ID	00000-20172	LIFELIKE TAXIDERMY, LLC		New Registration

4 Rows

3. The **Submissions** page is all submissions that can be viewed via [MyTax.DC.gov](https://mytax.dc.gov). The submissions are filtered into 3 categories: "Not Submitted," "Submitted," and "Processed."
- To view a submission click the hyperlink associated with the submission under **Title**. For this example, we will click the **Go Paperless** submission.



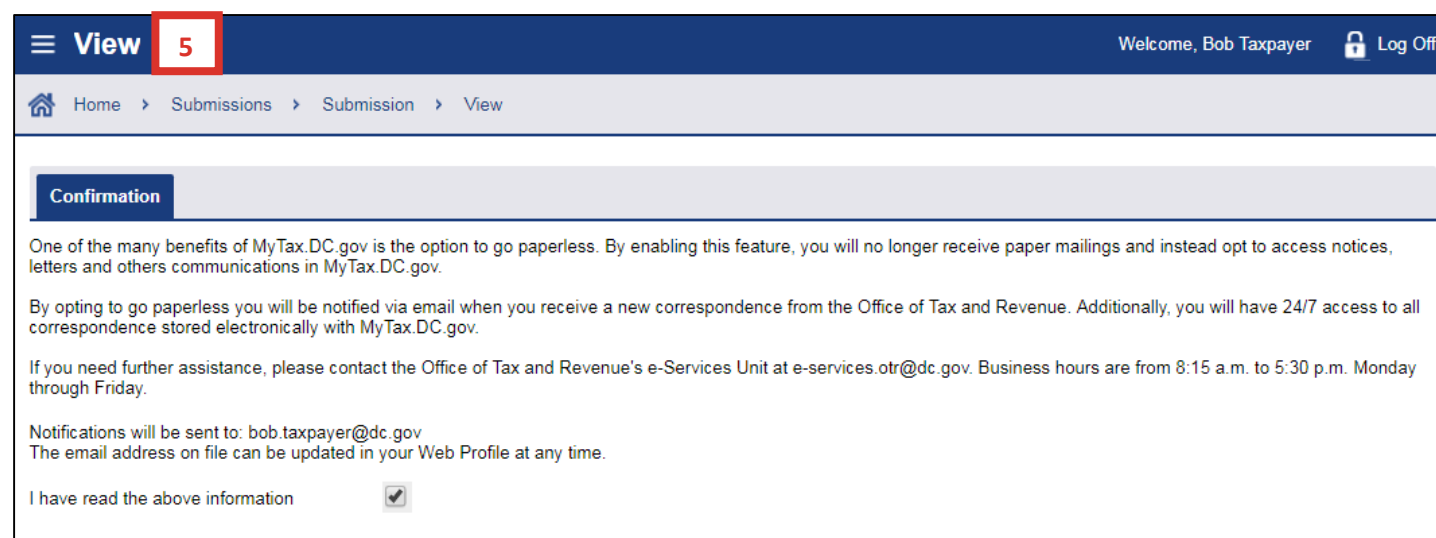
Submission 4 **Status**

[bsndemo3](#)
 LIFELIKE TAXIDERM, LLC
 00000-20172
 Submission

✓ Completed
 Go Paperless
 Confirmation #0-000-013-280
 Submitted 14-Nov-2017
 Completed 14-Nov-2017
[View](#) 4a

4. The **Confirmation Number** and date of submission will be listed under **Status**.

a. Click the **View** hyperlink under **Status**.



View 5

Confirmation

One of the many benefits of MyTax.DC.gov is the option to go paperless. By enabling this feature, you will no longer receive paper mailings and instead opt to access notices, letters and others communications in MyTax.DC.gov.

By opting to go paperless you will be notified via email when you receive a new correspondence from the Office of Tax and Revenue. Additionally, you will have 24/7 access to all correspondence stored electronically with MyTax.DC.gov.

If you need further assistance, please contact the Office of Tax and Revenue's e-Services Unit at e-services.otr@dc.gov. Business hours are from 8:15 a.m. to 5:30 p.m. Monday through Friday.

Notifications will be sent to: bob.taxpayer@dc.gov
 The email address on file can be updated in your Web Profile at any time.

I have read the above information ☒

5. The **View** page will provide a current description of the request.